

PROCUREMENT METHODS

▼ **Requests for Quotations (RFQ's)** are used for purchases valued below \$30,000, unless the complexity of the terms and conditions requires the added controls of a more formal bid process. DP&C solicits written quotations for these requirements. The RFQ is awarded to the lowest responsive and responsible vendor.

▼ **Invitations for Bid (IFB's)** are utilized for procurements valued at \$30,000 or more. The IFB is a formal procurement method which provides detailed specifications, is publically advertised and offers a public bid opening at a prescribed time and date. Contracts resulting from the bid process may be a one-time purchase or a term contract with options to renew the contract. Vendors registered with the County to receive solicitations in the commodity group are emailed a notice of the IFB's availability.

▼ **Requests for Proposal (RFP's)** are utilized when it is not possible to identify exact specifications and/or if the issue of "how to achieve the desired result" is open to the vendor to propose. The RFP is a formal "best value" procurement method used when factors other than price must be considered when selecting a vendor. An RFP requires the respondent to submit both technical and cost proposals. Upon receipt of the proposals, an Evaluation Team reviews the Technical proposals and shortens the list to the vendors most susceptible for award prior to opening the Price proposal portion of the response. Award is made to the respondent offering the best method for delivering the desired result.

WHERE TO FIND BID INFORMATION

Frederick County's Department of Procurement & Contracting (DP&C) offers a full-service website that allows vendors to register their company to do business with the County through the Supplier Portal. The site also offers additional information about doing business with the County, recent and archived solicitation results, information on procurement methods, and links to other jurisdictions. Registered vendors may download any solicitation they are interested in and will be automatically notified of any Addenda to that solicitation.

Most important is that the website holds the link to the Supplier Portal. In the Supplier Portal, vendors can select commodities that they are interested in providing, update and maintain their contact information, and submit invoices for payment.

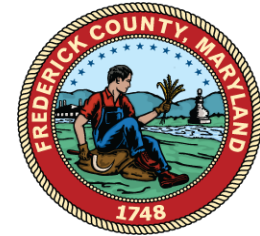
The website also provides a listing of Invitations for Bid, Requests for Proposals, and related Addenda, and is updated regularly. Award information can be found at www.frederickcountymd.gov/purchasing

If a registered vendor is interested in learning more about a solicitation, they can download documents from the website. If the documents have a cost associated with them, they can be obtained by writing, or visiting DP&C. When inquiring about a solicitation, vendors are encouraged to refer to it by bid number and title.

**Contact us with questions,
we're happy to help!**

www.FrederickCountyMD.gov/Purchasing

GUIDE TO FREDERICK COUNTY'S DEPARTMENT OF PROCUREMENT & CONTRACTING (DP&C)



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INTRODUCTION TO FREDERICK COUNTY, MD

Frederick County, Maryland is part of the “Golden Triangle” located 45 minutes from both Baltimore and Washington, DC. The largest county in Maryland at 663 square miles, Frederick is also Maryland’s fastest growing county. At the heart of Frederick County is the City of Frederick, the second largest city in Maryland. The County is home to more than 250,000 residents and has more than 9,000 businesses employing more than 91,000 people. Frederick County is the newest chartered government in the great state of Maryland and, as of 2014, is governed by a County Executive and seven elected County Council.

Frederick County, Maryland’s demand for goods and services creates a continuous need for items of every nature and description. County services include police, fire and rescue, libraries, corrections, public works, planning and zoning, landfill, water and sewer, and parks and recreation. All goods and services are solicited and purchased through the Department of Procurement & Contracting (DP&C).



WINCHESTER HALL, Seat of Frederick County, MD

DP&C OPEN DOOR POLICY

DP&C has a true “Open Door”. We are constantly looking for new sources of supply and innovative services to help us better serve the County. We provide all interested vendors an opportunity to offer their products and services directly to Frederick County in a face-to-face meeting with Division Directors. Call to schedule yours today!



SUPPLIER PORTAL REGISTRATION

The first step to doing business with Frederick County, Maryland is to register in the Supplier Portal by going to the DP&C website: www.FrederickCountyMD.gov/Purchasing. Click on “Supplier Portal”. Frederick County’s registration process requires company name, address and contact information, Federal Employer Identification Number and W-9 before being fully registered.

Based on the commodity information provided in the Supplier Portal, vendors receive notifications of current Invitations for Bid and Requests for Proposal, and may be contacted for Requests for Quotation for the goods and services they supply.



VENDOR’S INFORMATION

The Supplier Portal is self-administered and completely blind to any identifying characteristics of the vendors who register. Vendors solely control their information and are solely responsible for the content of their own contact information and can make changes themselves.

ALL ARE WELCOME

Qualifications of vendors are not reviewed prior to being included in Supplier Portal, which means there are no limitations to being included. Simply complete the registration and all vendors or interested parties are free to download our solicitations. Registration in Supplier Portal does not guarantee business, but opens the door to possibilities! All are encouraged to register.



SMALL/MINORITY/WOMEN BUSINESS AND LOCAL ENTERPRISES

Frederick County encourages all segments of the business community to participate in its procurement program and register in Supplier Portal to ensure that they are invited to participate in the solicitation process.

DP&C MISSION

The mission of the Frederick County Procurement & Contracting Department is to provide professional, value-added procurement services, using effective, innovative processes that result in continuous customer satisfaction, while maintaining public trust, with the assurance that each dollar expended will be used in the most efficient manner. In this spirit, free and open competition, and equal opportunity for all qualified vendors is promised.